

OSA 0392 - 63

21 JAN 1963

**MEMORANDUM FOR:** Chief, CORONA BRANCH, OD  
Chief, IDEALIST BRANCH, OD  
Chief, OXCART BRANCH, OD

**SUBJECT:** Operations Electronic Data Processing Programs

1. In order to more effectively forecast personnel and equipment requirements for the Operations Automation Branch an enumeration of specific program requirements is required from each branch. Included information should consider, but not be limited to:

a. General description and proposed use of program(s) in terms of total length of time - number of months or years; recurring requirement - number of times used per specific length of time; and, desired results.

b. Estimate of man hours required to gain similar results if product is accomplished using manual methods.

c. Estimate of required program(s) completion date in order for program(s) to be useable over a reasonable period of time.

2. Request each Branch Chief designate an individual within the branch to act as a primary contact to the Operations Automation Branch for the purpose of determining, and preparing necessary source data for satisfaction of programs listed in paragraph one, above. It is suggested selected personnel be made available for at least a twelve month period to allow for effective utilization after completion of necessary indoctrination in the EDP field.

3. Request reply to the memorandum not later than 6 February 1963.

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Chief, Operations Division, OSA

cc: OSA/C/ADMIN

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